

CHAPTER 1002
REGISTRATION

[Prior to 6/24/26, see Interior Design Examining Board[193G] Ch 2]

Chapter rescission date pursuant to Iowa Code section 17A.7: 4/23/30

481—1002.1(544C) Certificate of registration. All applicants for registration will complete a board-approved application and satisfy the interior design education, practical training, examination, and fee requirements established by this rule.

1002.1(1) Education and practical training. An applicant for registration shall meet the education and training requirements set forth in Iowa Code section 544C.5.

1002.1(2) Examination. An applicant for registration will verify successful completion of the National Council for Interior Design Qualification examination or its equivalent.

1002.1(3) Reciprocity. The board may also grant registration by reciprocity as provided in Iowa Code section 544C.6.

1002.1(4) Military service and veteran reciprocity. The board may grant registration for military service applicants, spouses, and veterans as provided for in 481—Chapter 7.

1002.1(5) Registration by verification. The board may grant registration via verification as provided for in 481—Chapter 501.

[ARC 9024C, IAB 3/19/25, effective 4/23/25; Editorial change: IAC Supplement 6/24/26]

481—1002.2(17A,272C,544C) Renewal of certificates of registration. Certificates of registration expire biennially on June 30. Certificates issued to registrants with last names beginning with A through K expire on June 30 of even-numbered years and certificates issued to registrants with last names beginning with L through Z expire on June 30 of odd-numbered years. However, a registration issued on or after May 1 but before June 30 will not expire until June 30 of the next renewal. For example, a license issued on May 17, 2020, would not expire until June 30, 2022. A registrant who fails to renew by the expiration date is not authorized to use the title of registered interior designer in Iowa until the certificate is reinstated as provided in rule 481—1002.3(544C,17A).

1002.2(1) It is the policy of the board to send to each registrant a notice of the pending expiration date. Failure to receive this notice does not relieve the registrant of the responsibility to timely renew the certificate and pay the renewal fee.

1002.2(2) If grounds exist to deny a timely and sufficient application to renew, the board shall send written notification to the applicant by restricted certified mail, return receipt requested. Grounds may exist to deny an application to renew if, for instance, the registrant failed to satisfy the continuing education provisions required as a condition for registration. If the basis for denial is a pending disciplinary action or disciplinary investigation that is reasonably expected to culminate in disciplinary action, the board shall proceed as provided in 481—Chapter 506. If the basis for denial is not related to a pending or imminent disciplinary action, the applicant may contest the board's decision as provided in 481—Chapter 506.

1002.2(3) When a registrant appears to be in violation of mandatory continuing education requirements, the board may, in lieu of proceeding to a contested case hearing on the denial of a renewal application as provided in 481—Chapter 506, and after or in lieu of giving the licensee an opportunity to come into compliance under rule 481—1003.3(17A,544C), offer a registrant the opportunity to sign a consent order. While the terms of the consent order will be tailored to the specific circumstances at issue, the consent order will typically impose a penalty between \$50 and \$250, depending on the severity of the violation; establish deadlines for compliance; and require that the registrant complete hours equal to double the deficiency in addition to the required hours. The consent order may impose additional educational requirements on the registrant. Any additional hours of continuing education completed in compliance with the consent order cannot again be claimed at the next renewal. The board will address subsequent offenses on a case-by-case basis. A registrant is free to accept or reject the offer. If the offer of settlement is accepted, the registrant will be issued a renewed certificate of registration and will be subject

to disciplinary action if the terms of the consent order are not fulfilled. If the offer of settlement is rejected, the matter will be set for hearing if timely requested by the registrant pursuant to 481—Chapter 506.

1002.2(4) A registrant who continues to use the title of registered interior designer in Iowa after the registration has expired may be subject to disciplinary action. Such unauthorized activity may also be grounds to deny a registrant's application for reinstatement.

1002.2(5) Registrants shall notify the board within 30 days of any change of address or business.

[ARC 9024C, IAB 3/19/25, effective 4/23/25; Editorial change: IAC Supplement 6/24/26]

481—1002.3(544A,17A,272C) Grounds for denial of registration renewal. Failure of a registrant to complete the continuing education requirements as set forth in 481—Chapter 1003, failure to file a report of completed continuing education, or failure to submit a written request for waiver or exemption shall be grounds for the board to deny renewal of the registration.

[ARC 9024C, IAB 3/19/25, effective 4/23/25; Editorial change: IAC Supplement 6/24/26]

481—1002.4(544A,17A) Reinstatement of certificates of registration. An individual may reinstate a lapsed certificate of registration to active registration by doing the following:

1. Paying the current renewal fee;
2. Paying the reinstatement fee of \$100;
3. Providing a written statement outlining the professional activities that the applicant performed in Iowa during the period of nonregistration, including a list of all projects with which the applicant had involvement and explaining the service provided by the applicant; and
4. Submitting documented evidence of completion of 10 continuing education hours, which should have been reported on the June 30 renewal date on which the applicant failed to renew, and 5 continuing education hours for each year or portion of a year of expired registration up to a maximum of 20 continuing education hours. All continuing education hours are to be completed in health, safety, and welfare subjects; be acquired in structured educational activities; and be in compliance with requirements in 481—Chapter 1003. The continuing education hours used for reinstatement may not be used again at the next renewal and may not have been earned more than four years prior to the date of the application to reinstate.

[ARC 9024C, IAB 3/19/25, effective 4/23/25; Editorial change: IAC Supplement 6/24/26]

481—1002.5(544A) Applications.

1002.5(1) The interior designer is responsible for verifying the accuracy of the information submitted on applications regardless of how the application is submitted or by whom it is submitted. For instance, if the office manager of an interior designer's firm submits an application for renewal on behalf of the interior designer and that information is incorrect, the interior designer will be held responsible for the information and may be subject to disciplinary action.

1002.5(2) Persons applying for initial, renewal, or reciprocal registration will submit an application on a form provided by the board and pay a registration fee of \$275. An applicant applying for initial, reciprocal, or reinstatement registration within 12 months from the applicant's renewal date pays half of the required fee. An applicant applying for initial, reciprocal, or reinstatement registration 12 months or more from the applicant's renewal date pays the full registration fee.

1002.5(3) Fee schedule.

Type of fee	Amount
Registration fee	\$275
Renewal	\$275
Reinstatement of lapsed registration	\$100
License predetermination fee	\$25
Dishonored check, draft, order or other payment failure	\$30

All fees are nonrefundable.

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These rules are intended to implement Iowa Code chapter 544C.

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